



Make a Difference

**MAINE**

State Government

Public Service  
Career Diversity  
Over 10,000 Employees  
Statewide Locations  
Benefits  
Retirement  
Paid Holidays  
Training  
Career Path  
Promotional  
Opportunities  
Part Time  
Full Time  
Seasonal Jobs

#### HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

#### ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

*The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.*

## Career Opportunity Bulletin

### TAX EXAMINER

**Code:** 051100

**Pay Grade:** 18 (\$14.05 - 18.76/hr.)

**Open for Recruitment:** July 30, 2013 - Until Canceled

#### JOB DESCRIPTION

This is administrative work involving the examination, review, assessment, and collection of various state taxes. Responsibilities include examining tax-related documents; discovering, assessing, and collecting state taxes that are due; resolving tax return problems; and responding to taxpayer questions and concerns.

Tax Examiners work under minimal supervision. You must have the ability to work independently and as part of a team. You must deal tactfully and professionally with the public and their representatives, tax professionals, and legislators. You must also deal professionally with tax examiners, supervisors, and managers throughout Maine Revenue Services.

#### Typical Duties

- Reviews tax returns, applications, and records for completeness and accuracy.
- Calculates the amount of sales, excise, income, and/or other taxes due to make assessments.
- Review information from various sources to identify potential non-filers.
- Contacts taxpayers in writing or by telephone for a variety of reasons including to clarify assessments made against them.
- Establishes ability to pay and collects taxes through telephone contact or enforced collection measures; negotiates payment terms.
- Discusses and explains various tax forms, laws, and policies with taxpayers and their representatives.
- Interprets and applies Federal and State tax codes for personal, business, and corporate taxes.

#### MINIMUM REQUIREMENTS

In order to qualify, you must have a Bachelors Degree from an accredited educational institution in Accounting, Finance, Business Administration with an Accounting concentration, or a directly related area -OR- a four (4) year combination of training, education, and/or experience in technical or professional accounting and/or tax compliance work.

The successful applicant will also possess effective oral and written communication skills; knowledge of computers and computer programs; ability to comprehend federal and state tax law; excellent math skills and knowledge of basic accounting principles; and the ability to deal effectively with taxpayers and their representatives in confrontational situations

**Value of State-paid Dental Insurance: \$13.13 biweekly**

**Value\* of State-paid Health Insurance:**

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

\*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2013.

**Value of State's share of Employee's Retirement: 17.07% of pay.**